



Arts Education Project Grant Guidelines

DESCRIPTION

Arts Education Project Grants provide funding for a comprehensive arts education project with one or more artists and/or access to the services of an artistic company. Arts education projects may be thematic and focus on a particular core area such as math, science, language arts and social studies through dance, theatre, music, storytelling, film/video, visual arts and creative writing. It may be thematic in using the arts as a means to advance a school goal or value such as "The Golden Rule," saving the environment or exploring other cultures. The school or organization may also wish to create a site -specific visual arts mural, sculpture, installation or performance.

Funding may be used for an artist or artists teaching across age and grade levels to design and complete the work. Projects may include professional development for classroom teachers in addition to instruction for students/participants.

AE Project grants are **not** designed to provide an artist-in-residence model for each school class *unless* all artists and classes are part of a larger thematic focus.

FUNDING ELIGIBILITY

Who Can Apply?

Public, Private, Charter, Alternative Schools, Colleges and Universities
Nonprofit Organizations with 501(c)(3) designation from IRS
Local Arts Agencies/Municipalities
Correctional/Juvenile Facilities
Social Service Agencies

Limitations/Restrictions

- Applying schools/organizations may not apply if there are any outstanding financial or reporting obligations yet due to the Utah Arts Council for *any* grant funded by UAC. A synopsis of the previous year's reports/evaluations and legislative letters will be included in this application as part of panel review.
- Funds may be requested for the artist salary at \$30 per hour; preparation time fee of \$25 per 10 hours; artist's travel, lodging and per diem (based upon State of Utah rates); limited instructional supplies and materials IF such requests are necessary for the implementation of this project; limited equipment IF such requests are also necessary for the implementation of this project.
- Funds may **not** be used for: buses for field trips; tickets to performances; scholarships; tuition at colleges and universities; rental or purchase of costumes, scenery, lighting; purchase or repair of musical instruments; buying rights to produce a script; additional personnel; professional development fees and tuition; costs for installing permanent

work; refreshments; exhibition furniture; textbooks and capital expenditures. If unsure, call 801.320.9794 or email [Jean Tokuda Irwin](mailto:jirwin@utah.gov) at jirwin@utah.gov.

- Requested artists MUST be approved for artistic and educational merit and on the Teaching Artist Roster located on NowPlayingUtah.com. International and national artists of artistic and educational acclaim currently not posted on the Roster must have artistic/educational documentation included within the proposal for review. For information on how to apply for the Teaching Artist Roster, click [HERE](#).
- Funds may not be used for commissioning work by an individual artist. Artists MAY be requested to guide learners in creating site-specific work or specialized performances.

Utah Arts Council Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)
- Applicants may apply for any UAC grants for which eligibility requirements are met; however, applicants will only be funded for **one** Utah Arts Council grant per fiscal year.
- New charter, private schools and nonprofit organizations may not receive full funding for the first 3 years of the school/organization's existence.

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Clearly articulated *arts learning* goals. If applicant is a school, the arts learning goals should align with the Utah fine arts core curriculum, which can be found at http://school.utah.gov/curr/fineart/Core_Curriculum
- Quality of additional artistic/educational/learning goals (additional goals are optional, not necessary)
- Clearly articulated school/organization needs
- Clear description of the characteristics of school/community to be served
- Quality of the arts education project plan
- Capacity of applicant school/organization to implement project and file final reports
- If applicant is a school, clearly demonstrated commitment to professional development in the arts
- Clearly demonstrated commitment to the project by building administrators (principals, directors)
- Artistic and teaching qualifications of artist and/or artists
- Clearly defined commitment to access, issues of disability, underserved populations and English-language learners
- If the applicant has received UAC/AE funds in the past, the impact of the funding on arts education outcomes is clearly described
- Completeness of the application and inclusion of any necessary supplemental materials

APPLICATION PROCESS

Initial Approach

NEW applicants are encouraged to contact an Arts Education staff member at 801-320-9794 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete grant, with all attachments, must be submitted online by **April 1, 2010 at 5 p.m.**

Request Amount

\$1,000 minimum to \$10,000 maximum

Online Submission Process

1. In order to apply for a Utah Arts Council grant, you must be registered in the online grants system. To register, visit dccgrants.org and click on “register as new user” and fill out all fields that pertain to you and your school or organization. PLEASE USE Proper Case, no ALL UPPER CASE, no all lower case, and avoid using any symbols like #”/.! etc.
2. You will receive an email that may confirm your registration, and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The URL is easy to remember: dccgrants.org.
3. After logging in, read the instructions regarding system requirements (for example, your browser needs Flash version 10 or higher).
4. You can navigate to the online grants by clicking on the “Grants, RFQs, Applications” menu item on the Navigation Bar.
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications and begin entering your information. You may save and return to the application as many times as you need before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application, please call the grants administrator.

Grant Funding Process

- **February – Guidelines Available**
Application guidelines are available in February 2010 on the [Division of Arts and Museums website](#).
- **February – Online Application Available**
Potential grantees can begin filling out their online grants on February 22, 2010.

- **April 1, 2010 – Final Application Due**
All applicants must submit a final application, using the online grants management system, by the April deadline. Acknowledgement that the application has been successfully received will be sent by email.
- **April – Staff Review**
Staff reviews online applications and required application materials for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **April/May – Panel Review**
Application review panels, composed of peers from the field, meet in May and June. Artistic samples from applicants are presented. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **May – Utah Arts Council Board Approval**
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.
- **May/June – Notification and Contracts**
Applicants are notified by mid-May, before school is adjourned. A letter is sent to applicants not recommended for funding. Contracts are prepared and emailed to successful applicants. Both the Utah Arts Council and applicants must sign the contract before reimbursement requests can be made.

GRANT PREPARATION

Below is a list of information to prepare for your online grant submission:

- Special or underserved populations to be involved in the project (also includes highly rural, isolated, etc. locations)
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Identification of the greatest overall arts education need within your constituency and how you identified that need
- Description of your organization's current arts education program
- Description of the planning process utilized in preparation of this application and information on the key participants involved
- List of three community characteristics you intend to serve with the project and why it is appropriate for your organization to provide it
- Description of your goals, objectives and activities for the project. Include desired arts-making and arts-learning outcomes and the role of artists (artistic companies) in the project
- Description of how the effectiveness of this project will be evaluated. Examples include portfolios, pre/post measurements, ongoing interaction with artists and staff, etc.

- Description of the impact of past UAC/AE funding for your organization, if funding has been previously received
- Description of how you will accommodate individuals with special needs

SUPPLEMENTAL MATERIALS

Financial Worksheet

Please fill out the **Project Budget** worksheet available as part of the online application.

Other Materials

- Upload a PDF copy of 501(c)(3) IRS Determination Letter (if applicable)
- Documentation about the artistic excellence and educational merits of artists NOT included on the Teaching Artist Roster must be submitted